DUTIES OF THE FIRST SERGEANT

(0611)

EDUCATIONAL OBJECTIVE

Identify the duties of the First Sergeant while in and out of the field.

GENERAL

Duties of a First Sergeant are as many and varied as unit missions in the Corps; however, the MOS manual states the duties and requirements of the first sergeant as follows:

Extract from MCO P1200.7, MOS Manual

"MOS 9999. Sergeant Major--First Sergeant (SgtMaj/lstSgt)"

SUMMARY OF DUTIES

- **Assist the commander as senior enlisted Marine in the unit.**
- **Acts as principal enlisted assistant to the commander.**
- **Keeps apprised of all policies of the commander.**

SUMMARY OF DUTIES (cont)

- **Disseminates information to the unit's enlisted personnel regarding such policies.**
- **Reports to the commander on the status of matters pertaining to the efficient operation of the command.**

SUMMARY OF DUTIES (cont)

- **Counsels subordinate unit NCO's as required to improve the general effectiveness of the command.**
- **Interviews and counsels enlisted personnel on pertinent professional and personal matters which may affect the efficiency of the command.**

SUMMARY OF DUTIES (cont)

- **Assists the commander in the conduct of office hours, request mast, and meritorious mast.**
- **Participates in ceremonies, briefings, confer commander.**

SUMMARY OF DUTIES (cont)

- **Assists in supervision of clerical and administrative matters; training functions and the employment of the command in garrison and in the field; logistic functions such as billeting, transportation, and messing; inspections and investigations; personnel management; and daily routine.**

SUMMARY OF DUTIES (cont)

- **Assumes other duties designated by the commander.**

CONTINUED DUTIES

(1) Communicates ideas effectively at all levels.
(2) Possesses to the highest degree the faculty for working in harmony with officers, other noncommissioned officers, and civilians.
(3) Possess a comprehensive understanding of Marine Corps organization, mission, and staff procedures in units of company level

DUTY IN THE "BUILT UP AREA"

HELPFUL HINTS

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(1) If you are not familiar with the mission or particular MOS's of your unit, you must make every effort to become familiar with these areas.

(2) This familiarization can be accomplished by doing the following:

HELPFUL HINTS (cont)

(a) Study and observation will enable you to learn what is required.

(b) The key is not to wait for your unit to come to you, you must aggressively seek out the knowledge you are lacking.

HELPFUL HINTS
(cont)

d. You will also assist the commander on all administrative matters which take place within you unit, request mast, NJP, promotions, evaluations, etc. You are continually the right hand of the commander.

HELPFUL HINTS (cont)

e. The First Sergeant also has the responsibility for training and advising the NCO's, SNCO's, and Officers within their unit to improve their proficiency and professional development.

HELPFUL HINTS
(cont)

(1) Make every effort to mentor the young NCOs and SNCOs. They are looking for your advice and example.

(2) Young officers are looking for your experience and advice in many matters they are confronted with during the execution of their duties. Your wisdom in these situations will be invaluable to them.

Duties in the Field

The First Sergeant's duties do not change once a unit deploys or goes to the field. The First Sergeant still remains the senior enlisted Marine in the unit. The old myth which says the company gunny takes over as the senior enlisted Marine when in the field is just that - a myth!

Duties in the Field (cont)

a. The First Sergeant should be involved with all aspects of training in the field.

Duties in the Field (cont)

(1) "Uniformity" of your Marines.
(2) Do your Marines have the proper equipment?
(3) Do your Marines have the proper attitude and mind set?
(extremely important for training and COMBAT!)

Duties in the Field (cont)

(4) Is security being maintained at all times?

(5) Do all Marines know the mission?

(6) Company rear area security.

Duties in the Field (cont)

(7) Medevacs.
(8) Replacements (personnel).
(9) Etc., Etc., Etc.

FINAL STATEMENT

Commanders will change more often in their billets than a first sergeant. The continuity of any unit will be held by the senior enlisted.

QUESTIONS

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